



**UNITED STATES PEACE CORPS  
JOB ANNOUNCEMENT**

**Background:**

Peace Corps/Zambia is a partner in a consortium of U.S. Government agencies charged with coordinating and managing the President's Emergency Plan for AIDS relief (PEPFAR) - a multifaceted approach to combating the disease in many of the most affected countries around the world. Peace Corps/ Zambia has integrated HIV/AIDS into all the projects and all Peace Corps Volunteers receive intensive training and support to integrate HIV/AIDS activities into their work.

Peace Corps Zambia wishes to invite applications from suitably qualified persons to fill the position of **Program Coordinator - HIV/AIDS**

**Location** : Lusaka  
**Salary** : Based on the Local Compensation Plan, with a salary range of (Grade FSN 9 - Grade FSN 11)eqv  
**Work hours** : Full-time; 40 hours/week

**Scope of Work:**

The Program Coordinator is the team leader for all HIV and AIDS work and reports to the Director of Programming and Training (DPT) and to the Country Director (DC) and s/he will supervise one (1) Programming and Training Specialist. This is primarily a technical and training position with renewable yearly contracts, subject to availability of funds.

In collaboration with the DPT and CD, The Coordinator is responsible for PEPFAR strategic planning; administration and budget management; HIV and AIDS project monitoring and reporting; oversight of HIV and AIDS programming; and the design and delivery of Volunteer training related to HIV and AIDS. S/he will regularly represent Peace Corps at PEPFAR meetings and technical working groups. This position requires approximately 25% travel, at times to remote

areas of Zambia, and potentially to international conference or other meetings as required.

## **Specific Duties and Responsibilities**

### **Programming and Administration**

- Manage and coordinate Peace Corps' development and implementation of the Country Operating Plan (COP) with the US interagency team. PEPFAR adapts its guidance nearly every year, and this Program Manager will need to thoroughly read, study, and understand the guidance changes and the implications on PC planning and program implementation.
- With the PC Budget Analyst, monitor budget expenditures and ensure compliance with COP and Peace Corps administrative guidance. Participate and facilitate a quarterly review of the budget by key PC/Zambia stakeholders.
- Based on current practice and evidence, recommend appropriate HIV and AIDS activities for PC Zambia in the field.
- Based on COP guidance and Peace Corps headquarters guidance, work with the Health and Education Project Managers regarding placements of those Volunteers, as well as participate in programming discussions on clustering Volunteers.
- Attend Programming and Training Unit meetings and provide advice and counsel to Programming and Training team members to ensure integration of HIV and AIDS into project plans, training events and Volunteer activities of all PC projects.
- Ensure PC/Zambia meets all deadlines to submit quality annual COP, semi-annual reports and other documentation and reporting as required by US Mission in Zambia and PC/Washington.
- Facilitate communication and collaboration with the various USG departments and agencies involved in PEPFAR.
- With the Monitoring, Reporting, and Evaluation Specialist, facilitate the collection of quality data by PC Volunteers involved in HIV and AIDS activities according to PEPFAR and PC/Washington guidelines.
- With the sector Project Managers, assess progress of Peace Corps in achieving its targets regarding stated goals and indicators.

- With the Grants Coordinator, manage the process for VAST small grants that Volunteers and their communities can access through PEPFAR funds to support HIV and AIDS activities.
- Share lessons learned with other USG agencies and other Peace Corps posts to improve effectiveness of PEPFAR operations, program, and activity design and implementation.

## **Training**

- In collaboration with the PC Training Manager and other training and programming staff, design and implement pre-service training (PST) and in-service training (IST) on HIV and AIDS for all Peace Corps trainees and Volunteers. Topics include technical HIV/AIDS issues and information; how to carry-out HIV and AIDS related activities that help achieve our goals and objectives; and monitoring and reporting requirements.
- In these trainings, you will utilize non-formal adult education techniques and direct Volunteer training activities that include community leaders and peer support leaders to emphasize sustainability and capacity building of local communities - all contributing to Peace Corps' approach to development.
- Ensure that all Volunteers have been trained to collect appropriate data for reporting purposes.
- Fully exploit local material and human resources to maximize appropriateness of training and reduce dependence on external resources.
- Work with the Training Manager, provincial staff, administrative unit and Health Project staff to ensure that logistics are organized appropriately for training events.
- Advise and provide in-service training to other Peace Corps/ Zambia staff on HIV/AIDS issues in the Zambian context.

## **Required Qualifications**

- Degree in social science or health related field, preferably with emphasis on rural community development.
- Minimum 3 years' experience in HIV / AIDS related work including at least two years training experience using adult education techniques.
- Project management experience, including budget oversight and monitoring and evaluation

- Knowledge of the Zambian context of rural development and HIV/AIDs including Peace Corps' approach to development
- Strong conceptualization, analytical and problem-solving skills; and demonstrated ability to work effectively within an interdisciplinary and international team framework.
- Must be willing and available to travel to rural Zambia for up to two weeks at a time.

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **March 11, 2015**.

Only short-listed candidates will be notified and no telephone inquiries will be entertained. Address applications to:

**The Human Resources Specialist,  
Peace Corps Zambia,  
Plot 71A Kabulonga Rd.  
P.O. Box 50707, Lusaka, Zambia**

Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating position applied for in subject line

Peace Corps Zambia is an equal opportunity employer. All qualified individuals are welcome to apply as long as they can work in Zambia under local conditions. Eligibility for work permit is required for non -Zambians.